

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 28/9/20	Ref No: 274
Type of Operational Decision:	
Executive Decision <input type="text" value="Y"/>	Council Decision <input type="text"/>
Status: For decision	
Title/Subject matter: Reopening of Ramsbottom, Prestwich and Radcliffe Libraries.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Y
(ii) not in conflict with Council Policy	N
(iii) not raising new issues of Policy	N
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No impact

Details of Operational Decision Taken [with reasons]:**Current Service status:**

All libraries were closed to the public on the 23rd March. We are continuing to provide our online offer to customers. The Archive Service is now open for online enquiries and a limited number of appointments (the service is housed within Bury Art Gallery and Museum).

On 13th August Bury Library reopened to the public and as part of the phased reopening of the service plans have been developed to reopen the libraries in Ramsbottom, Prestwich and Radcliffe.

Risk Assessments for the safe reopening of each building have been submitted and approved by Health & Safety and the Corporate Landlord group.

Proposals:

Order and Collect - each library will operate an Order and Collect service which will allow for customers to order books online or via the telephone which staff prepare prior to customer pickup; collection times will be introduced to control numbers of people coming to the building each day with orders being picked up from a staffed collection point at the entrance to each building.

Computer access – the lack of access to this service have been a key issue during the lockdown period. Each of these libraries will offer a limited number of pre-booked computer sessions which will allow members of the public to access computers in a safe, socially distanced way. The reintroduction of public computers will provide support for digitally excluded residents who have been denied access to the online services they may rely on, for e.g. employment searches, benefits advice and applications, online shopping etc. Access to IT can also have a positive impact on people's health and wellbeing.

The new NHS Track and Trace system is in place in all libraries. Alternative arrangements are also in place for those people who are unable to use the app.

Proposed timeline:



Staff will be asked to return to the buildings 2 days in advance of them opening to the public to allow for induction to the new procedures we have introduced and begin to prepare orders that the public have requested.

We are proposing that the libraries then reopen to the public on the following dates:

Ramsbottom 8th October

Prestwich 15th October

Radcliffe 22nd October

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		29/9/20
Assistant Director Operations – Neil Long		29/9/20
Joint Chief Financial Officer (CCG & LA)		
Head of Workforce – Simon Bagley		
Members Consulted [see note 1 below]		

Cabinet Member, Communities – David Jones		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**